



Boys & Girls Clubs of Portland Job Announcement Volunteer and Recruitment Coordinator

Boys & Girls Clubs of Portland Metro's (BGCP) mission is to empower all young people, especially those who need us most, to discover their full potential as caring, engaged, responsible community members.

Overview

BGCP is committed to ensuring an inclusive, diverse and equitable work environment. We aspire to filter all policies and practices through a trauma-informed care and equity-based lens. We position ourselves as lifelong learners, and seek individuals who have a desire to serve youth, enhance communities, and are hungry for ongoing personal growth and professional development.

Position Summary:

The Volunteer and Recruitment Coordinator (VRC) is responsible for the overall management of the Boys & Girls Clubs of Portland's (BGCP) volunteer program and provides key supports to the Administrative team. Reporting to the Vice President of Marketing and Development, the VRC serves as a liaison between BGCP and the community, recruiting volunteers, facilitating short- and long-term volunteer projects involving individuals, corporate partners, churches, schools, and civic groups. The VRC manages the day to day scheduling of our volunteer groups, conducts tours, onboarding and orientations, and recruits, coordinates and trains volunteers. The VRC also supports the organization by helping to manage the recruitment efforts around part time program related staff positions, representing the organization at job/volunteer fairs, coordinating and helping to facilitate the interview process as well as follow up communications. Administrative tasks which support the development and program departments, such as in-kind gift coordination and tracking as well as misc. administrative tasks are also part of the duties of this position.

The main goal of this role is to be able to ensure that Boys & Girls Clubs of Portland is always staffed with the best and most reliable individuals, and that they are correctly utilized for the fulfillment of the organization's goals and Mission. **The VRC position is full-time (40 hours per week), salaried (\$30 - \$35K annual) position that is eligible for a generous package of benefits, including medical, dental, vision, STD, LTD, Life, 403(B) and paid time off.**

Application Instructions:

Please submit: (1) BGCP Employment Application which can be found at www.bgcportland.org, (2) Cover Letter, and (3) Resume to jobs@bgcportland.org or mail to 8203 SE 7th Ave, STE 100, Portland, OR 97202. All requested materials must be submitted in order to be considered for a position. *All candidates must pass post-offer/pre-employment requirements, including: Criminal Background Check and Verification of Employment*

Responsibilities:

Volunteer Tasks (50%)

- Implement policies and procedures for volunteer recruitment, selection, training and participation in activities throughout Club facilities
- Contribute to operational strategic planning by identifying opportunities for volunteer participation, then recruiting, selecting and training volunteers to assist in implementing program activities

- Identify potential sources of volunteers and develop proactive strategies to recruit volunteers with the skills needed by Club programs and activities
- Conduct evaluation of volunteer activities and participation, refining selection and training activities to ensure a high level of satisfaction by volunteers and staff
- Develop collaborative relationships with other organizations supporting volunteerism or serving as potential sources for Club volunteers
- Act as liaison with neighborhood and community groups to enhance Club and community relations
- Coordinate with Development and Club staff on special events, such as Club holiday parties, and other events as assigned by the VPMD: and Club-wide activities to increase awareness of existing and new volunteer programs and to recognize volunteers
- Implement regular onboarding and orientation of volunteers and make sure all volunteers are in compliance with background checks
- Provide training to Club staff on effective volunteer management
- Assist with the execution of development team functions, such as special events, donor relations, etc.
- Update/maintain volunteer and alumni contact information
- Perform other volunteer duties or special projects as needed

Recruitment Tasks (30%)

- Actively recruit new part time staff –both in person at job fairs/ on campus visits, and through online resources (indeed, college websites)
- Identify and develop partnerships for proactive staff recruiting – community centers, senior centers, community organizations
- Assist with job posting creation and maintain PT applicant tracking information
- Schedule regular interview dates for PT positions and coordinate times with candidates
- Coordinate and communicate with appropriate program staff to be available to conduct scheduled interviews
- Support recruitment as available with reference checking and follow up communications with candidates as needed
- Perform other HR duties or special projects as needed

Ancillary Job Functions (20%)

- Track employee trainings and assist in planning staff training
- Track and coordinate distribution of in-kind donations
- Perform other development and administrative duties and special projects as needed

Position Qualifications:

- High School Diploma or GED required - Associate's or bachelor's degree in related field preferred
- Two or more years of relevant volunteer management experience preferred
- Experience in recruiting through various channels preferred
- Exceptional oral and written communication skills
- Able to communicate effectively with diverse people
- Excellent organizational and team coordination abilities
- Expert customer service skills
- Must be able to work nights, weekends and overtime, as necessary
- Education and Experience – An equivalent combination of education, training and experience will be considered